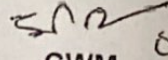


Note No. Misc/CWM/JUDW

Dated: 07/04/2020

Workshop premises is closed since 23.03.2020 and no proper cleaning & house-keeping activity has been carried out during these days. It is advised that

- 1) All BOs should ensure that all the area under their jurisdiction is cleaned step by step in next 3-4 days by calling skeletal gang of concerned contractors and maintaining the basic formula of social distancing & hygiene.
- 2) All the material scattered here & there (useable or rejected) should be stacked properly, so that when the shop reopens, these activities do not consume any manpower resources. For this also, bare minimum required staff may be called & their hygiene should be ensured.
- 3) Proper upkeep of Sculpture Park, Vertical Garden & potted plants should be ensured by outsourcing agency under the supervision of Sh.J.C.Bagri. Dy.CME/P should ensure that it is completed in next 3 days.
- 4) One time cleaning of CWM office complex, corridor, toilets etc. should be ensured in next 3-5 days by taking one area at a time and calling bare minimum staff of the contractor.
- 5) The material handling equipments like cranes, traversers etc. have not moved since last 2 weeks. Proper oiling and one time movement to ensure proper functioning should also be done in next 3-5 days. For this also bare minimum required staff may be called and their hygiene should be ensured.
- 6) Maintenance of the track or any other asset requiring block during normal working, should be completed during this lockdown period by calling departmental/contract staff. In this regard, DEN is advised to tie up with PWI and get it done at the earliest.
- 7) DEN may also ensure that all the leakage of pipes is arrested at the earliest.


CWM 07/04

Dy.CME/W
Sr.EDPM
Dy.CME/P
Dy.CEE
Dy.CPO
Dy.CMM
DEN
Sr.AFA

N.R/y.